

SECRET

16 September 1970

MEMORANDUM FOR: See Distribution

SUBJECT : Request For MIS Data

1. Effective immediately requests for the retrieval of data from the Center's Management Information System (MIS) will be submitted to [redacted] PPBS (Room 6N 222), for approval prior to submission to PSG/AID.

2. This action is taken for two reasons: 1) to insure efficient computer utilization by consolidating similar requests and preventing duplicate retrievals; 2) to insure that the information required is not available from other sources, such as previous retrievals, compiled reports, etc. In the latter case, the requestor will be notified as to where and how the needed data can be obtained.

3. Upon approval by PPBS, requests, for which data is not available other than within the MIS magnetic tape files, will be submitted to PSG/AID for coding of the retrieval parameters, for retrieving of the data, and for the return of the retrieved data to both the requestor and PPBS.

[redacted]
Chief, Planning, Programming & Budgeting Staff
NPIC

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